

2019 Camp Anan Camp Leader Intern Job Description (Level 2 - Intern)



YMCA Camp Anan opened in 1968 as Japan's first marine campsite, with programs that help young people learn about the sea and have the chance to enjoy marine sports such as yachting, canoeing, kayaking, windsurfing and sailing. The programs also encourage young people to experience nature, and build confidence and resilience. Interns must be prepared to test themselves physically and intern at a relatively isolated campsite near the sea. These programs are normally delivered in Japanese, but can be delivered in English or other languages depending on the camp clientele.

2 - Level 2 Intern positions are available with each taking roughly 1 month between the months of July and August. This role is suitable for those who enjoy being outdoors, are physically fit, can immerse themselves in camp programs, have a good sense of teamwork and enjoy marine activities. A pre-intermediate Japanese language ability or above is also required.

Roles and expectations

Interns will help coordinate the program content and are required to attend regular staff meetings and convey relevant information to Jr interns or Japanese volunteer leaders. (*Japanese volunteer leaders have different responsibilities from Global Internship Program interns and will follow different standards and slightly different scheduling) Interns are also responsible for supervising Jr Interns and managing all intern and Jr interns' attendance, arriving on-time, days off (in rotation). Interns are expected to plan and run cultural exchange programs for elementary to junior high school students including presentation of everyone's culture and country. Interns are also expected to assist and support staff members and leaders with running the programs. This includes interacting with visitors, participating in activities (land and water), providing encouragement, guidance, basic instructions, safety and assistance to participants and setting up equipment for the programs. Depending on the group size and other changing conditions, your role can be as an active leader or a supervisor of participants.

Primary duties include (but are not limited to):

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- ✓ Assisting Camp Anan staff with delivering programs and activities for: kindergarten, elementary school, junior high school, high school and university camp groups as well as family camp programs
- ✓ Coordinate program content and relay any relevant information to Jr interns
- ✓ Provide instruction and guidance to camp Jr interns
- ✓ *Programs and activities include:* canadian canoe, jumbo canoe, kayaking, SUP (stand up paddle board), yacht, rowing (oars), ocean swimming, outdoor cooking, morning warm-ups, campfire, rope knotting, maintaining the environment, etc
- ✓ Manage intern and Jr intern scheduling including: attendance, timeliness, days off (in rotation of 2 per day), 1 intern scheduled on-duty everyday to attend the staff meetings
- ✓ Intern with Jr interns to plan and run cultural exchange activities to elementary and junior high school students which include presentation of everyone's culture and country
- ✓ Welcoming schools and organizations outside the YMCA to Camp Anan
- ✓ Perform campfire songs and activities/games
- ✓ Supervise and interact with groups during swimming time (create games, encourage them to enjoy the activities)
- ✓ Supervise and motivate fellow and Jr interns, emphasizing teamwork and keeping everyone focused on their roles during their internship and at the GYC
- ✓ Assisting with general camp upkeep and maintenance, setup and pack down as well as maintenance of equipment e.g. life jackets, boats, boat repair
- ✓ Knowing, enforcing, and following all emergency procedures and safety guidelines
- ✓ Provide Global Department photos of your time at Camp Anan and assist with updating necessary documents related to the Global Internship program
- ✓ Complete all surveys, feedbacks, interviews, evaluations, etc related to the Global Internship program and Global Youth Conference
- ✓ Assisting with creating camp program content and promotional materials for Camp Anan and Osaka YMCA Global Department
- ✓ Make a testimonial video about internship experience and of GYC experience and make enhancements to Camp Anan Camp Leader information for future interns

Personal and professional learning opportunities:

- * Exposure to Japanese culture through interacting with staff and different user groups
- * Meeting and creating relationships with people from around the world allowing the chance to share and learn about different cultures
- * Hands on assistance delivering a variety of campsite activities
- * Training with mentors and individuals who can offer exposure to new work experiences
- * Gaining supervisor/management skills by overseeing Jr interns
- * Supporting fellow interns and Jr interns to foster a positive work environment
- * Developing and expanding life skills such as leadership, confidence, resilience, acceptance and independence

Physical Demands

Interns must have the physical ability to lead and participate in a range of activities which include, but are not limited to:

- Training in a hot and humid environment by keeping hydrated and sun-protected
- Heavy lifting and moving of boats and program equipment to and from the water
- Light lifting and moving of materials and campsite equipment e.g. tent frames
- Assist with rescues, and helping participants back into the boats (kayaks)
- Participating in outdoor activities such as games and sports

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- Paddling and steering the boats when in the water
- Internship operation time is roughly from 7 am until 10 pm, with breaks provided and meetings scheduled in between which may require your attendance (Jr interns will most likely have time to rest during the staff meetings as they are not required to attend them)

Schedule and days off

Interns will be on duty for up to 50 hours per week. Days off will vary depending on the camp and program schedule, but will have 2 days off a week (In the case where there's just one intern out of the whole group, the intern will still have to attend the meetings in the morning and evening). Program hours and days off will vary depending on user group schedules. Days off will most likely be non-consecutive and will be divided into small groups to balance the coverage of interns for group camps. Some nights interns will be required to work late e.g. after dinner for campfire programs or repairs. Meals on your days off are still provided like normal internship days. Regardless of the level of internship, time on your days off can be spent staying on the property but entry into the water is not allowed. There is no public transport available to be able to leave the campsite and there are no shops or other facilities within walking distance (There are vending machines, and the office also sells ice cream). In exchange, the staff will provide transportation to buy some daily necessities within the first few days of arrival. It is highly advised to shop before going to Camp Anan to stock up on necessities such as medicine, vitamin boosts, sun screen, toilet sanitarries and any other essentials.

Once a month interns will have an organized day trip sightseeing to Anan City or Tokushima (based on availability). Expenses e.g. sightseeing and meals during days off will be the intern's responsibility.

Meals, laundry and housing facilities

Meals are served in a buffet / help yourself self serving style, and are eaten on the terrace, the second level of the dining hall. Interns eat with the staff. Jr Interns share their table with Japanese leaders. (All interns eat together with the staff and Japanese leaders unless they need to eat at different times if they have a group, office duty or other roles. It is important for everyone to be on time for meal times.

Interns and Jr interns sleep in rooms of up to 2-8 people, in the back of the office building with access to a washing machine and personal shower. Room assignment might be separated between the internship levels.

It is highly recommended to bring your personal laptops, and to rent portable wi-fi or purchase a sim card as there is none on the property. In case of emergency or great need, you may be able to borrow one of the staff's computers. The internet is not that fast, so it'll be better to bring some books.

Cold water and tea are available in the fridges in the kitchen for drinking and to fill water bottles. A fridge and freezer are available for both Interns and Jr Interns to use. It is recommended to buy ice popsicles at the supermarket and ice cream can be bought at the office. There are some vending machines to buy drinks. Some souvenirs can be bought at the office (key rings, postcards, shirts, stickers).

Washing machines are available to use by yourself. There is no detergent either, so it would be recommended to purchase on the shopping day. Clothes get dried by hanging them up (no dryer machines available).

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Allowance — An intern stipend in accordance with the Osaka YMCA Global Internship Allowance System that is determined by the region you are from for the first month. The second month onwards is a set amount for all interns regardless of the region you are from. The basic rule is the allowance amount for the first month is determined by the distance between your home country and Japan. This allowance is provided to assist with your time in Japan and must not be mistaken as a wage or salary for the work you put in.

Acknowledgement — Interns who successfully complete the program will receive a certificate of completion and may be considered for certification for the Osaka YMCA Global Internship Progressive Leadership Program.

Qualification / Skill Requirements

- Minimum Age of 18
- Valid Passport with at least 6 months validity remaining
- Travel Insurance
- Proficient English speaking skills
- Comprehensive knowledge and understanding of Japanese Language and culture - Japanese Language Proficiency Level N2 or higher, must be able to interpret from Japanese into English to relay information to Jr interns
- Be physically fit and be able to intern in a hot and humid environment and do occasional heavy lifting, paddling and steering boats when in the water, aquatic skills preferred
- Must enjoy being in the sun and living in an isolated environment surrounded by nature in a team setting. If you are sensitive to the sun or have sensitive skin or burn easily it will be very harsh.
- Experience or knowledge in related field such as working with children, youth leadership, camp programming and outdoor education
- Must be motivated or have strong interest in a camp leader role who enjoys interacting with children and teens and be hospitable and not afraid to engage with participants and customers
- Demonstrated ability to work as a member of a team and strong ability to accomplish tasks with little direct supervision with strong organization and communication skills
- Must have a willingness to learn, step out of comfort zone and be flexible to changes

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